



C.S.A. § 4904. After you have filed out the affidavit, you should also sign and date the first page of the application. Do not write anything below the word “ORDER” – The rest will be filled in by the judge.

## **STEP 2: COMPLETE THE REST OF YOUR PAPERWORK & GO TO THE COURTHOUSE**

Complete either the ‘Divorce Complaint Self-Help Package’ and go to the Prothonotary’s office at the Tioga County Courthouse. At the Prothonotary’s office, they will take your IFP Application and forward it to the judge for a decision. Sometimes you will get an answer while you wait, other times they will need you to come back later because the judge isn’t available. If your IFP Application is granted, you will be allowed to file your Divorce Complaint without paying the filing fee. If your application is rejected, you will need to pay the filing fee before you file your complaint. The filing fee is currently \$150.00, but is subject to increase at any time.

**PLEASE BE AWARE THAT IF YOU HIRE AN ATTORNEY AFTER YOUR IFP APPLICATION HAS BEEN APPROVED, THE COURT WILL NORMALLY REQUIRE YOU TO PAY THE FILING FEE. THE ONLY EXCEPTION IS IF YOUR ATTORNEY IS REPRESENTING YOU WITHOUT COST, AND IF YOUR ATTORNEY FILED A NOTICE WITH THE COURT STATING THAT THEY ARE REPRESENTING YOU WITHOUT COST. IT IS YOUR DUTY TO INFORM THE COURT IF YOUR SITUATION CHANGES AND YOU CAN AFFORD TO PAY THE FILING FEE, OR IF YOU HAVE HIRED AN ATTORNEY TO REPRESENT YOU AFTER YOUR IFP APPLICATION IS GRANTED.**

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ADDITIONAL CONTENTS OF THIS PACKAGE:

-PETITION TO PROCEED IFP (4 PAGES)

IN THE COURT OF COMMON PLEAS  
OF TIOGA COUNTY, PENNSYLVANIA

\_\_\_\_\_  
*Plaintiff*

v.

\_\_\_\_\_  
*Defendant*

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:  
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:  
:  
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NO: \_\_\_\_ FS \_\_\_\_

CIVIL ACTION - DIVORCE

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**PETITION TO PROCEED IN FORMA PAUPERIS**

TO THE HONORABLE JUDGE OF THE ABOVE-REFERENCED COURT:

Please allow the undersigned Petitioner to proceed *in forma pauperis*. An affidavit in support of this Petition is attached hereto.

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Signature (pro se)

**ORDER**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, pursuant to Pa. R. Civ. P. 240(d), and upon consideration of the above Petition to proceed *in forma pauperis* and the attached Affidavit in support thereof, said Application to proceed without payment of costs is hereby

GRANTED

DENIED: \_\_\_\_\_.

BY THE COURT,

\_\_\_\_\_ J.

**IN THE COURT OF COMMON PLEAS  
OF TIOGA COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
*Plaintiff*

v.

\_\_\_\_\_  
*Defendant*

:  
:  
:  
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:  
:  
:

NO: \_\_\_\_ FS \_\_\_\_

**CIVIL ACTION - DIVORCE**

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**AFFIDAVIT IN SUPPORT OF  
PETITION TO PROCEED IN FORMA PAUPERIS**

1. The Petitioner's name and address are as follows:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. The Petitioner is unable to obtain funds to pay the costs of this action.

3. The Petitioner's financial status is as follows:

a) Employment status:     EMPLOYED     UNEMPLOYED

IF EMPLOYED:

Current Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Salary or Wages per Month: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

IF UNEMPLOYED:

Date of Last Employment: \_\_\_\_\_

Salary or Wages per Month: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

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b) Other sources of income within the last year:

Social Security Payments: \_\_\_\_\_  
Support Payments: \_\_\_\_\_  
Public Assistance: \_\_\_\_\_  
Pensions or Annuities: \_\_\_\_\_  
Investments: \_\_\_\_\_  
Unemployment Compensation: \_\_\_\_\_  
Worker's Compensation: \_\_\_\_\_  
Other: \_\_\_\_\_

c) Other contributions to household support:

Spouse's Name: \_\_\_\_\_  
Spouse's Employer: \_\_\_\_\_  
Spouse's earnings per Month: \_\_\_\_\_  
Spouse's Type of Work: \_\_\_\_\_  
Contributions from Children: \_\_\_\_\_  
Contributions from Parents: \_\_\_\_\_  
Other Contributions: \_\_\_\_\_

d) Property Owned:

Cash: \_\_\_\_\_  
Checking Account: \_\_\_\_\_  
Savings Account: \_\_\_\_\_  
Certificates of Deposit: \_\_\_\_\_  
Real Estate (including home): \_\_\_\_\_  
Motor Vehicles  
(make, model, year, and cost): \_\_\_\_\_

e) Debts and Obligations:

Mortgage (per month): \_\_\_\_\_  
Rent (per month): \_\_\_\_\_  
Loans (per month): \_\_\_\_\_  
Other: \_\_\_\_\_

\_\_\_\_\_

f) Persons dependent on Petitioner  
for Support:

Children (Identify by INITIALS  
ONLY and state their age(s)):

Other Persons  
(Name(s) and relationship(s)):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
4. The Petitioner understands that they have a continuing obligation to inform the court of any improvement in their financial circumstances which would permit them to pay the costs incurred herein.
5. The Petitioner understands that if they hire an attorney after their Petition to Proceed in Forma Pauperis is granted, then the Petitioner has an obligation to inform the court and pay the filing fee and any other costs, unless the attorney they hire files a written notice that the attorney is representing the Petitioner at no cost to the Petitioner.

I verify that the statements made in this Petition to Proceed in Forma Pauperis and attached Affidavit are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to the penalties of 18 PA. C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Signature (pro se)